Dear Emma Best:

We received your request in the U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) Office and assigned control GSA-2019-001318. Please refer to this number in all future correspondence concerning this request. Based on this, we anticipate response on or prior to August 8, 2019.

We have twenty (20) workdays in which to respond (excluding weekends and Federal Holidays). However, it may not always be possible to provide the documents within this time period. In some cases, we may take an extension and will advise you. Please be advised that your request may be subject to fees for search, review and reproduction costs. Should this be the case, you will be given an estimate of the costs. All estimates are developed in Good Faith and are based on our reasonable judgment. However, due to the unique nature of each request and complexity of documents involved, actual costs to search and review the material may vary. You will be notified of fees, time frames and any other issues prior to and throughout the process.

Additionally, please be advised that at any time, you can log into the FOIAonline, to access your original request and review the workflow associated with this-tracking number. Should you have any further questions, feel free to contact this office at our Toll Free Number 1-855-675-FOIA or by email at gsa.foia@gsa.gov to inquire about the status of your request. If you have any concerns regarding the FOIA Requester Service Center, please contact Ms. Audrey Corbett Brooks, Public FOIA Liaison Officer at (202) 205-5912 or by email at audrey.brooks@gsa.gov .

Respectfully,
Freedom of Information Act Requester Service Center
U.S General Service Administration
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Washington, DC 20405
Toll Free number: (855)-675- FOIA
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